

Certificate of Eligibility for Statewide Family Network Applicants

An authorized representative of the applicant organization (whose signature appears on page one of the face page of the application PHS form 5161) must complete and sign this Certification. **Appendix 1** of the application must include this Certificate and all supporting documentation specified within it. Any application that does not include a completed, signed copy of this Certificate, or does not include necessary supportive documentation, will be deemed ineligible and will not be reviewed. Any application that does not meet all eligibility requirements will be deemed ineligible and will not be reviewed.

All applicant organizations must meet the criteria of a **Family controlled organization-**

A family controlled organization is a private, non-profit entity that meets these criteria:

- (1) Its explicit purpose is to serve families who have a **Child, youth or adolescent with a serious emotional disorder up to age 25.**
A copy of the applicant organization's mission statement must be included.
- (2) It is **governed** by a board of directors comprised of a majority (at least 51%) of individuals who are family members. A list of the board members must be included, with an identification of those who are family members.
- (3) It gives preference to family members in hiring practices. A copy of the portion of the applicant's personnel policy covering these hiring practices must be included.
- (4) It is incorporated in the State in which it operates as a private non-profit entity and is designated under 501 (c) (3) of the Internal Revenue Service Code. A copy of the certificate of incorporation and a copy of the Internal Revenue Service designation must be included.
- (5) If the application is on behalf of an autonomous subunit, the charter granting full project autonomy to the family-controlled subunit, and the minutes of the meeting of the applicant's Board of Directors showing approval of full project autonomy must accompany the application.

Family Member -

A family member is an individual who is a **primary** care giver for a child, youth or adolescent with a serious emotional disturbance (an emotional, behavioral or mental disorder). The primary care giver may be provided a

significant level of support by extended family members. Families who have children, youth and adolescents with serious emotional disturbance are organized in a wide variety of configurations regardless of social or economic status. Families can include biological parents and their partners, adoptive parents and their partners, foster parents and their partners, grandparents and their partners, siblings and their partners, kinship care givers, friends, and others as defined by the family.

Type or print name and title

Signature of individual certifying validity of
all information contained in this document

Date of Signature